

**AGENDA**  
**PRE-BID CONFERENCE**  
**Renovate PM&R**  
**Hunter Holmes McGuire VAMC, Richmond, VA**  
**SOLICITATION: VA246-14-B-0133**  
**PROJECT No. 652-12-113**  
**November 25, 2013**

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**I. Introduction: The agenda for this conference is established as follows:**

- A. Contracting Specialist's general remarks
- B. Facility Management Service's general remarks
- C. Questions/discussion from the attendees
- D. Walk-through of Construction Area

**II. Names of Key Individuals for This Procurement:**

A. The Contracting Officers are:

**James Rall, POC Contract Specialist (UNTIL AWARD)**

Department of Veterans Affairs  
NCO (Network Contracting Office) 6  
Facilities Team  
100 Emancipation Drive (Bldg 27)  
Hampton, VA 23667  
(PH) 757-315-3976  
[james.rall@va.gov](mailto:james.rall@va.gov)

Mark Harville, Administering Contract Officer (AFTER AWARD)  
Department of Veterans Affairs  
VISN 6 Centralized Acquisition Service  
Facilities Team  
1201 Broad Rock Blvd.  
Richmond, VA 23249

Jim Wood, Contracting Officer  
Department of Veterans Affairs  
NCO (Network Contracting Office) 6  
Facilities Team Lead  
100 Emancipation Drive (Bldg 27)  
Hampton, VA 23667

B. The Contracting Officer's Representative (COR):

John Skinner  
Facility Management Service (FMS)  
RICVAMC Project Coordinator

**III. Milestone Dates for This Procurement:**

- A. Date of Issue: November 19, 2013
- B. Pre-bid Conference: November 25, 2013 at 2:30 PM (*local time*)
- C. Cutoff for Questions: December 05, 2013 at 3:00 PM (*local time*)
- D. Bid Opening: December 20, 2013 at 10:00 AM (*local time*)

**IV. General Comments/Instructions to Bidders:**

A. The IFB Package consists of:

- 1. SF 1442
- 2. List of Attachments (*to include wage determination, specifications and drawings*).
- 3. Scope of Work.
- 4. Bid Item List.
- 5. Information Regarding Bid Material, Bid Guarantee and Bonds.
- 6. Representations & Certifications.
- 7. Contract Clauses and Provisions.

B. When Submitting a Bid:

- 1. Bidder must complete and submit one (1) copy of the Standard Form (SF) 1442 with original signature and one (1) copy of the completed Representations/Certifications prior to the closing date and time.
- 2. Bid must be submitted in one hard copy (paper) format prior to the closing date and time.
- 3. Ensure DUNS number is entered into Block 14, Name and Address of Offeror, of the SF 1442. If the bidder does not have a DUNS number, they are to contact Dun and Bradstreet at 1-800-333-0505 or [www.dnb.com](http://www.dnb.com) and obtain a DUNS number.
- 4. Bidder is to affix a price for each bid item on page 6 (Bid Item List) of the solicitation. **Failure to do so will render the bid as nonresponsive.**
- 5. Bidders must acknowledge **ALL** amendments issued by the VA in block 19 on the SF1442 within the bid package.
- 6. Bidder must submit Safety (OSHA) and Environmental (EPA) Violation information in accordance with page 9 of the solicitation (*Section titled: OSHA AND EPA VIOLATIONS*). This is a self certification regarding OSHA and EPA violations for the past three (3) years.

7. Review Page 8 of the IFB, regarding bonding requirements and submission of a Bid Guarantee, as applicable.
8. Bidder shall clearly mark in the lower left-hand corner, on the outside of the bid envelope, that it is a sealed bid. Bidder should include the solicitation number, bid opening date and time, and the title.
9. This requirement has been set-aside for Service-Disabled Veteran-Owned Small Businesses (**SDVOSB**). In order to be eligible to participate, the offeror must be registered and certified as an SDVOSB firm in the Center for Veteran Enterprise database (VetBiz) which can be found at [www.vetbiz.gov](http://www.vetbiz.gov).

**V. Procedure for Requesting Clarifications/Information:**

- A. Any and all questions must be emailed to the **POC Contract Specialist**, James Rall at [james.rall@va.gov](mailto:james.rall@va.gov). **NO TELEPHONIC QUESTIONS**. The **cutoff date for questions is December 05, 2013 at 3:00 PM (local)**. Facility Management Service should not be contacted directly. Failure to submit questions by the due date/time may result in the questions going unanswered.
- B. The POC Contract Specialist, via an amendment, will answer any and all technical questions submitted prior to the cutoff date for questions. Any and all amendments will be posted at the Federal Business Opportunities System (FBO) website at <https://www.fbo.gov/>. Bidders are responsible for obtaining any amendments from the website.
- C. An amendment may also be used to communicate other information (*for example, updated wage decision, revised clauses, new bid opening date*). Bidders are encouraged to check the FBO System routinely to determine if amendments have been issued.

**VI. Additional Visits to the Construction Area:**

NO ADDITIONAL SITE VISITS ARE SCHEDULED AT THIS TIME.

**VII. Availability of Bid Sets:**

- A. The solicitation is available for download at the Federal Business Opportunities System website.

**VIII. Prior to Award:**

- A. Contractor must submit their VETS 100 reporting information annually. The report must be current in order for award to be made. (*See Instructions, Conditions, and Other Statements to Bidders*)
- B. Contractor must be registered in the System for Award Management (SAM) database. No award can be made unless the contractor is registered. (*See Instructions, Conditions, and Other Statements to Bidders*)
- C. Contractor must ensure that their reps and certs are current and have the correct NAICS Code (236220) listed under the socio-economic grouping set aside within the solicitation.

**IX. After Award**

- A. Contractor shall submit a payment bond and performance bond, each 100% of the award amount, within ten calendar days of award.
- B. Contractor shall submit documentation of completion of OSHA certified construction safety course by employees (*both prime contractor and subcontractor*) who will work on the job site.
- C. Contractor shall submit documentation of “competent person’s” completion of the 30-hour OSHA certified construction safety course.
- D. Contractor shall submit original Certificate of Liability Insurance prior to any work commencing.
- E. The Department of Veterans Affairs (VA) evaluates contractor past performance on all contracts that exceed \$650,000, and shares those evaluations with other Federal Government contract specialists and procurement officials. Each contractor whose contract award is estimated to exceed \$650,000 is required to register with the Contractor Performance Assessment Reporting System (CPARS)/Construction Contractor Appraisal Support System (CCASS).

**X. Reminder:**

In accordance with PL 109-461, this procurement is 100% set-aside for certified Service-Disabled, Veteran-Owned Small Business (SDVOSB).

- XI. ONLY questions general in nature will be addressed during the Pre-bid Conference / Site Visit. ALL technical questions require e-mail submittals to [james.rall@va.gov](mailto:james.rall@va.gov) in order to ensure that everyone has the same information for bidding purposes.**